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Approved For Release 2002/07/01 : CIA-RDP78-06365A000100020042-4

## Office Memorandum • UNITED STATES GOVERNMENT


25X1A9A TO :



DATE: 2 January 1962

FROM : PPS

SUBJECT: OTR History

FROM IS: To date there are eight nominees, plus several "possibles", for this course (MANAGEMENT #70) scheduled to begin on 8 January. The course will be given on a one-week, full-time basis at  Research Facility.

Our 1961 statistics (which may or may not be identical with those of the Registrar) show that 244 employees received internal supervision or management training during the year. While this figure is somewhat lower than the total of 288 for Calendar Year 1960, there is a difference in average grade level showing greater, and encouraging, interest in management training in the higher echelons. Records indicate that total attendance at MTF-conducted courses since 1954 is 2,615 employees. The course breakdown for 1961 is as follows:

Course	Times Run	No. of Students
Management	7	94 (95 A/B)
Management Conference	1	22 ✓
Senior Management Seminar	1	33 OK
Seminar in Management Practices	1	30 OK
Supervision	5	65 Completed
Total Courses	15	Total Students 244










By grade:

Management			Supervision		
GS-11	-	22	GS-5	-	6
12	-	23	6	-	7
13	-	32	7	-	13
14	-	27	8	-	6

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JOB NO.  FOR NO.  FILE NO.  DOC NO.  NO. CHARGE  
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Management (continued)

Supervision (continued)

15	-	58
16	-	12
17	-	3
18	-	2
		<u>        </u>
Total		179

9	-	5
10	-	3
11	-	9
12	-	13
13	-	2
14	-	1
		<u>        </u>
Total		65

Few DD/S offices release the clerical help for the training (Administrative Procedures Course) unless they are being processed for overseas. The Administrative Procedures Course is given in two phases, and offices that do send clericals shortly after they enter on duty have found the investment a profitable one.

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FROM OS: Mr. [ ] will go to [ ] on 3 January for orientation and to start his move of household effects [ ]

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Mr. [ ] is busy processing for assignment to Covert Training. He is enrolled for the Instructional Techniques Course to be given at [ ] during the week of 8 January.

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Records Officers Course: The CI Staff, according to [ ] plans to run the Records Officers course on a regular schedule (once a week if possible) after the first of the year. This is the consensus of Mr. [ ]

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[ ] Joe said encouragement for this decision was based on the extremely favorable critiques and the need to train all records officers as quickly as possible. The frequency of the three-day course will depend on availability of classrooms. The size of the class will of course be governed by the size of the classroom. The first class will be held 8 January in Room 110. This room has a seating capacity of 15.

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[ ] is working with [ ] on the program.

DD/P Desk Orientation for JOTs: A draft schedule of DD/P Desk Orientation for JOTs has been prepared subject to C/OS approval. The orientation program is for a seven-day period beginning 22 January. The program includes instruction in the responsibilities of a Headquarters desk and the role a case officer has in supporting operations.

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FROM JOTP: On 18 December 1961 the DDCI approved proposals made by the Career Council on the promotion of Junior Officer Trainees. The memorandum concerned was from the DPers dated 14 December 1961 and numbered DD/S 61-4317. The principal recommendation as it affects the JOT Program was that "as a guide for the advancement of JOT's the Agency should adopt a standard (not automatic) rate of progression so that from the entrance-on-duty grade of GS-7 the individual JOT should normally expect to be promoted to GS-11 in a period of approximately three and one-half years." This action, coupled with the approval by the DD/S last spring of the payment of costs of travel and transportation of household effects of JOT's at entrance on duty, should add greatly to the effectiveness of our recruitment procedures. The DDCI's recognition of this need to provide for the financial growth of Junior Officers during the early stages of their career development will, we hope, lead to a more incisive attack on the even more important problem of providing greater stimulation of professional growth as well as career interest of JOT's through improved personnel management.

X

JOTP

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FROM PO: [ ] is at headquarters processing through FE Division, CCG, and CPB for his pending assignment to [ ]

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[ ]  
tapes of joint meetings held at Headquarters. He has also offered to provide field manuals or other material that will assist in making the program more interesting and meaningful.

FROM A&E: We are making progress in our research study aimed at discovering just how JOT applicant test results are correlated with the eventual disposition of an application. The first step - identifying and classifying dispositions (e.g., entered on duty, medical reject, candidate declined, etc.) - has been completed. The group being studied consists of the 957 JOT applicants who were tested from October 1958 through 1960. Of these, 123 have entered on duty, 148 declined, 71 never filed a PHS, 53 were postponed, and 547 were rejected for a variety of reasons (records are incomplete for 15). We have furnished C/JOTP with a summary of this information, and it is our understanding that he is providing you with a copy of it, together with some explanatory comments of his own.

JOTP

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